

JEFFERSON COUNTY COMMISSIONERS
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KEN WEBER, CHAIR

CHUCK NOTBOHM

TOM LYTHGOE

**PROCEEDING OF THE BOARD OF COMMISSIONERS
COUNTY OF JEFFERSON, STATE OF MONTANA
January 8, 2008**

Present: Commissioners Lythgoe, Notbohm and Weber; Carl Purdy, IT Manager; Matt Johnson, County Attorney; Ray Barnicoat, Health Board; Jan Anderson, *Boulder Monitor/Jefferson County Courier*

MINUTES

Commissioner Weber moved to accept the minutes of November 13. Commissioner Lythgoe seconded. The motion carried.

Commissioner Weber moved to accept the minutes of December 4. Commissioner Notbohm seconded. The motion carried.

Commissioner Weber moved to accept the minutes of December 11. Commissioner Lythgoe seconded. The motion carried.

Commissioner Weber moved to accept the minutes of December 18. Commissioner Notbohm seconded. The motion carried.

REPORTS

Receipt of the Clerk and Recorder fees report for December.

CALENDAR REVIEW

- 1/09 Planning Board meeting - 7:00
- 1/10 Tri-County Fire - Helena - 9:30
- Elkhorn Working Group - Helena - 3:00
- Weed Board - 6:00
- Library Board - 6:30
- 1/14 Meet with Bill Lloyd of Great West regarding bridge replacements - 10:00
- Meeting regarding Tax Increment Finance District - 1:00

CORRESPONDENCE

Commissioner Weber noted that the Commission has received a copy of the revised Restoration Plan for the Boulder River Road west of Bernice from Great West Engineering. This is being submitted to Kenneth Champagne of the EPA in Denver.

Task Order 23 from Great West was presented for signature. This task order is for revision of the subdivision regulations, with a maximum cost of \$7,880.

ITEMS FOR COMMISSIONERS ACTION OR REVIEW

DISCUSS COMPUTER HARDWARE AND SOFTWARE UPGRADE FOR E-MAIL RETENTION AND DISCUSS POSSIBLE FUNDING

Carl Purdy, Information Technology Manager, stated that we need to be moving ahead with the acceptable use policy. This e-mail retention software and hardware will go along with this. The policy should state that all county e-mail will be conducted on the county server. There are still some that are using hotmail, yahoo, etc. Hotmail, etc., accounts can't be archived, so all County business needs to be conducted on the County e-mail server. Carl stated that it was passed by the legislature two or three sessions ago that all e-mail must be archived.

Carl stated that he contacted probably a dozen companies that offer archive services. The ones listed are those that got back to him. He stated that he gave them his criteria. He wanted an appliance based system, meaning that we have the equipment here that archives data rather than being stored somewhere else. For the operating system, he prefers a unix/linux based system over a windows operation for this type of system. Unix/Linux tend to be pretty much a plug and play operation. He also asked if the system is compatible with our e-mail server. Only one company, Cryoserver, was confident that it will work with our system, Scalix, and have worked directly with Scalix to archive their information.

Looking at the costs, Carl stated that Cryoserver and InBoxer provide a plug-and-play appliance/server. We provide our information and they provide us with a box that gets plugged in and is ready to go. They both said that their average setup time is between 15 and 20 minutes. Message Solution and CA Message Manager are both software providers, and we would have to provide the server. Carl gave a break-down of costs. He stated that his preference is Cryoserver, with InBoxer a close second. His research shows that they both have gotten good reviews.

Carl explained that how the programs work is that after the spam is filtered out, everything is archived to the server. All outgoing mail will also be archived. All e-mails are kept intact, as well as the attachments. Data is searchable also. All are forensically sound, meaning that the data will stand up in court. Commissioner Weber asked why there is a \$1,200 setup/install fee if it is a 20-minute job that Carl does. Carl stated that he will not be doing the setup, they come and do that. He would fill out a form with our information and send it to them, and they would load the software and get everything set up before they come here and install it. Commissioner Lythgoe stated that it is important to note that Cryoserver is less with the 3-year contract.

Carl stated that it has gotten to the point that we have to be archiving e-mails; there are people out there that want all of them and want to be assured that they are getting all of them.

Commissioner Weber stated that he knows that there are groups out there that are requesting this information. Commissioner Weber asked if there is anyway to provide redundant backup within the server. Cryoserver can provide a mirror server for \$4,750 and a 24-hour replacement service and telephone support for mirror appliance for \$1,188.

Commissioner Weber asked Carl's feelings on redundancy; if he felt it was necessary. Carl stated that he would hang a network area storage device and do a daily backup.

Commissioner Weber stated that they need to discuss potential funding sources. He spoke to Carl yesterday to see if there is any room in his budget for this, and there isn't. Commissioner Lythgoe asked if Bonnie has been approached as to if there is any room in the general fund to pay for this. Commissioner Weber stated that he hasn't; she has been out, but he is fairly sure that there isn't. Commissioner Lythgoe stated that the only other option is PILT. They will ask Bonnie when she gets back in the office, as she may have other funding sources that could be used. Commissioner Weber stated that his thought might be using records retention funds. Carl stated that another option would be to spread it out over all departments. It averages out to about \$68/user/year. Carl stated that all of these quotes are good for up to 100 users. Commissioner Weber noted that after the first year, which would include the purchase of the server, the cost per user would go down substantially. Carl stated that he divided the three-year cost, so that it would be spread out over time.

DISCUSS RECEIPT OF PETITION FOR ABANDONMENT OF COUNTY ROAD

Commissioner Weber stated that the petition still needs to be verified by the Clerk and Recorder. This item will be on the next agenda.

HEALTH BOARD - PRESENT BUDGET AMENDMENT AND DISCUSS AND DECIDE ON BALLOT ISSUE

Ray Barnicoat, Health Board member, stated that it is time to renew the Health Board levy. This needs to be done by resolution. He stated that the Health Board met the previous night and made some changes to the original resolution. This resolution also includes the Sanitarian to be covered by the levy. They also changed the levy from the previous 4-year sunset to a permanent levy, on the advice of the County Attorney and Clerk and Recorder.

Commissioner Weber asked if Matt has had a chance to look at the resolution. Ray stated that he has. Commissioner Lythgoe asked Matt, with the levy being permanent, if there is any way to allow for inflation, etc. Matt stated that there isn't; it would have to go back to the voters. Commissioner Lythgoe asked if Megan has weighed in on this, if she feels that the six mills would be sufficient. Ray stated that she hasn't, and noted that a majority of Megan's budget is self-funded through fees. Commissioner Lythgoe stated that it is important that Ray visit with both Bonnie and Megan before the number of mills is set.

Commissioner Notbohm stated that this doesn't have to be run on both primary and general ballots. Commissioner Weber stated that this is correct, but Bonnie has indicated that this needs to be on the primary ballot. There is time to do this, and this can be placed on a future agenda.

Commissioner Lythgoe stated that he feels that they can decide whether to put Megan under this, and he would make a motion to that affect. Commissioner Notbohm seconded for discussion, and stated that it would be more appropriate to discuss this with Megan and Bonnie before the decision is made. Commissioner Weber stated that the Health Board currently provides oversight for the Sanitarian. Commissioner Lythgoe stated that state statute dictates that we shall have a Sanitarian and a Health Officer. It doesn't make sense to have Megan's budget in the general fund. He doesn't have a problem with doing this all at one time either. The motion carried, with Commissioners Lythgoe and Commissioner Weber voting aye and Commissioner Notbohm voting nay.

RESOLUTION 01-2008 SETTING MEETING DAY FOR THE BOARD OF COUNTY COMMISSIONERS

Commissioner Weber read the resolution as follows:

RESOLUTION 01-2008

SETTING MEETING DAY FOR BOARD OF COUNTY COMMISSIONERS

WHEREAS, the governing body of the County will, by resolution, establish a regular meeting date and notify the public of that day; and

WHEREAS, the governing body of the County, except as may be otherwise required of them, may meet at any time for the purpose of attending to County business; and

WHEREAS, the Board of County Commissioners of Jefferson County, Montana has determined that every Tuesday at 1:30 p.m. is the best time for their regular meeting for the purpose of conducting it's official business, and

WHEREAS, it was further determined that claims would be approved every Tuesday morning at 10:00 a.m. and that the Commission will meet with the Road/Solid Waste Supervisor for departmental updates at that time also.

NOW, THEREFORE, BE IT RESOLVED, that every Tuesday at 1:30 p.m. of each week will be the regular meeting date and time, effective the 8th day of January 2008, and that every Tuesday at 10:00 a.m. of each week will be the time set for claims approval and Road/Solid Waste updates. Roberts Rules of Order shall be adhered to at these meetings, and professional speech will be used by the Commission in talking with and about each other, employees, board and the general public, and that there will be no claim of criminal activity by anyone, unless they have been convicted of said criminal activity.

BE IT FURTHER RESOLVED, that the policy providing for public participation in public meetings as stated in Resolution 05-2004 will be continued.

DATED this 8th day of January, 2008.

ATTEST:

**BONNIE RAMEY
CLERK AND RECORDER**

KEN WEBER, CHAIR

TOMAS E. LYTHGOE, COMMISSIONER

CHUCK NOTBOHM, COMMISSIONER

Commissioner Weber moved to accept the resolution. Commissioner Lythgoe seconded. The motion carried.

RESOLUTION 02-2008 DESIGNATING CLASS OF COUNTY

Commissioner Weber read the resolution as follows:

RESOLUTION 02-2008

DESIGNATING CLASS OF COUNTY

WHEREAS, § 7-1-2112, MCA, states that the Board of County Commissioners must yearly make an order designating the class to which the county belongs, as determined by the taxable valuation; and

WHEREAS, § 7-1-2111 (c), MCA, states that all counties having a taxable valuation of \$20 million or more and less than \$30 million are third class counties; and

WHEREAS, the taxable valuation for Jefferson County for fiscal year 2008 is \$21,712,539;

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson County Board of County Commissioners hereby designate Jefferson County as a third class county.

DATED this 8th day of January, 2008.

ATTEST:

BONNIE RAMEY
CLERK AND RECORDER

KEN WEBER, CHAIR

TOMAS E. LYTHGOE, COMMISSIONER

CHUCK NOTBOHM, COMMISSIONER

Commissioner Weber moved to adopt the resolution. Commissioner Notbohm seconded. The motion carried.

RESOLUTION 03-2008 ESTABLISHING OFFICE HOURS

Commissioner Weber read the resolution as follows:

RESOLUTION 03-2008

RESOLUTION ESTABLISHING OFFICE HOURS

WHEREAS §7-4-102, MCA, states that, unless otherwise provided by law, each officer shall keep the officer's office open for the transaction of business during the office hours determined by the governing body; and

WHEREAS, the commission has consulted with the elected officials to determine their office hours;

NOW, THEREFORE, BE IT RESOLVED, that all Jefferson County offices shall be opened between 8 a.m. and noon and 1 p.m. and 5 p.m. with the following exceptions:

County Attorney's office	9 a.m. to 5 p.m.
Treasurer's office	8 a.m. to 5 p.m.
Sheriff's office	open 24 hours a day

DATED this 8th day of January, 2008.

ATTEST:

January 8, 2008 minutes.wpd

BONNIE RAMEY
CLERK AND RECORDER

KEN WEBER, CHAIR

TOMAS E. LYTHGOE, COMMISSIONER

CHUCK NOTBOHM, COMMISSIONER

Commissioner Weber moved to adopt the resolution. Commissioner Lythgoe seconded. The motion carried.

RESOLUTION 04-2008 SETTING MILEAGE AND PER DIEM RATES

Commissioner Weber read the resolution as follows:

**RESOLUTION 04-2008
SETTING PER DIEM RATES AND MILEAGE CLAIM**

WHEREAS, the governing body of the County shall, by resolution, establish a per diem rate for mileage reimbursement for in-state and out of state.

WHEREAS, the governing body of the County shall, by resolution, establish rates for in-state and out-of-state meal reimbursements and in-state and out-of state lodging reimbursements.

NOW, THEREFORE, BE IT RESOLVED, the following rates shall be set for reimbursement of mileage and meal reimbursement, and lodging:

Standard mileage will be 50.5 cents per mile up to 1,000 miles, and will be 47.5 cents thereafter.

State lodging rate is \$70 plus tax, other than those specifically listed as high cost areas: Gallatin County, Silver Bow County, Lewis & Clark County, Missoula County, Lake County and Flathead County.

Meal reimbursement shall be as follows:

Morning meal, between 12:01 a.m. and 10:00 a.m. is \$5.00
Midday meal, between 10:01 a.m. and 3:00 p.m. is \$6.00
Evening meal, between 3:01 p.m. and 12 midnight is \$12.00

DATED this 8th day of January, 2008.

ATTEST:

**BONNIE RAMEY
CLERK AND RECORDER**

KEN WEBER, CHAIR

TOMAS E. LYTHGOE, COMMISSIONER

CHUCK NOTBOHM, COMMISSIONER

Commissioner Weber moved to adopt the resolution. Commissioner Notbohm seconded and asked what is allowed for lodging in the high cost counties. Commissioner Weber answered that it is market rate. The motion carried.

Commissioner Lythgoe moved to adjourn. Commissioner Notbohm seconded. The motion carried.

MEETING ADJOURNED

ATTEST:

**BONNIE RAMEY
CLERK AND RECORDER**

KEN WEBER, CHAIR

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CHUCK NOTBOHM, COMMISSIONER